



SENIOR CODE INSPECTOR SPECIALIST

Purpose:

To actively support and uphold the City's stated mission and values. Provides direction, guidance and assistance with difficult questions and cases to other staff regarding compliance issues and performs a variety of technical tasks relative to code compliance and neighborhood enhancement activities.

Supervision Received and Exercised:

Receives general supervision from the Neighborhood Enhancement Administrator and other supervisor and management staff within the Community Development Department.

Exercises lead/supervisory authority over a staff of Code Inspectors.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Interprets, explains, and enforces the provisions of codes and ordinances or other applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies and procedures; researches code-related issues as needed; initiates any actions necessary to correct violations.
- Provides information and assistance concerning codes/ordinances, code/ordinance interpretation, variances, code compliance, and related issues; discusses violations and problem areas with property owners, business owners, property managers, or other parties; recommends solutions to problems; responds to questions or complaints concerning violations.
- Manages cases involving greater levels of public relations sensitivity or negotiation skills.
- Prepares cases for court actions, assists City Attorney's office in determining appropriate disposition of outstanding cases; testifies in court.

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- Researches information, prepares materials for, attends and provides technical assistance to City Boards and Commissions.
- Coordinates code compliance activities with other officers, departments, or agencies and individuals.
- Provides training to employees or other individuals; trains staff on updated codes and requirements; develops and presents training programs as needed.
- Participates in planning, developing, organizing, evaluating, and supervising the activities of staff of the Neighborhood Enhancement section to ensure work is performed in an efficient and effective manner and objectives are fulfilled.
- Participates in budget preparation.
- Establishes and maintains effective working relationships with citizens, citizen groups, neighborhood leaders, elected officials and other City departments; conducts educational awareness meetings with homeowner associations, neighborhood groups, or other community organizations.
- Develops and implements programs to provide citizen participation in property maintenance and neighborhood improvement efforts within targeted neighborhood areas.
- Represents the department on interdepartmental/interagency task forces.
- Works with neighborhood leaders and groups to develop strategies to solve and prevent neighborhood blight and deterioration.
- Performs related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of responsible experience in program management, technical inspection, planning, architecture, landscape design, building permits, engineering, law enforcement, investigative or related field.

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Training:

Equivalent to an Associate of Arts degree from an accredited college or university with major course work in planning, criminal justice, public administration or related field.

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license. Additional certifications by the American Association of Code Enforcement are desirable.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 5272

FLSA: Exempt